

AP 240b - Hiring Adjunct Faculty

Associated Board Policy: 161.00, 240.00

Procedure Owner: Academic Affairs Office and Human Resources Office

Related Procedures: AP 240a

I. Procedure Scope and Purpose

This procedure applies to the hiring of all adjunct and part-time instructional faculty members in the Academic Affairs Office at Cowley College. Cowley College continually hires adjunct faculty to teach designated classes to its students at all campus locations and online. In addition, adjunct faculty are hired to teach in various synchronous and asynchronous delivery modes such as, but not limited to, face-to-face, online courses taught via the internet and through video conferencing. The Vice President of Academic Affairs has the final approval at all stages in the hiring process and will assign Academic Affairs personnel to facilitate the process. Department Chairs or their designees will be involved in the hiring process when appropriate in the following possible ways: identifying a need in their areas; reviewing applicant files, consultation with applicant, making recommendations for hire, mentoring of newly hired adjuncts, and delivering departmental orientation. The purpose of this procedure is to ensure that hiring practices for instructional personnel are consistent with the hiring practices of all employees of Cowley College. This procedure identifies the specific steps and responsible persons as needed in the hiring process within the Academic Affairs Department.

II. Definitions

Adjunct Faculty or part-time instructor: An adjunct faculty or part-time instructor is defined as a person who is employed by the college and provides instruction in any of a variety of teaching and learning environments at less than full-time, generally 1-12 credit hours per semester (in accordance with IRS rules on employers' responsibility which credits adjuncts with 2.25 hours of work for each hour they teach) unless approved for more hours by the Academic Affairs Office.

III. Procedure

HIRING ADJUNCT/PART-TIME INSTRUCTIONAL PERSONNEL:

Adjunct Faculty are hired based on position availability. The process for hiring is dependent on if the position is an immediate need or a possible need for future adjunct instructors in a given area.

- A. For a known need for an adjunct instructor
 1. Adjunct Faculty positions authorized by the Academic Affairs office (Request to Post form) are posted on the Cowley Employment Web Page by the Human Resources Office. The listing should include credentials required and specific discipline needs. Any inquiry from a prospective applicant should be directed to the Cowley employment web page and applicants are advised to complete the department-specific adjunct application.

2. The applicant should submit a completed employment application to the Director of Human Resources. Applications should be accompanied by complete college transcripts, cover letter, resume', and any pertinent licensures or certifications.
 3. The Human Resources Director makes the completed application available to the Academic Affairs Office and the relevant department chair. Both the HR office and the Academic Affairs office ensure the application is complete. Applications will not be considered until all components are received.
 4. The complete application is reviewed for compliance with the Hiring Qualified Faculty procedure. Essentially, a Department Chair, Associate Vice President, or Academic Director or Coordinator will start the review process and make a qualifying determination. The Vice President of Academic Affairs determines if the applicant can be considered as a qualified candidate for current positions.
 5. If the applicant is not qualified to teach any college courses, the applicant is notified and thanked for applying. (From the Academic Affairs office)
 6. If the applicant is qualified, the Department Chair schedules a consultation (this can be in a phone, video/online, or face to face format) to determine pedagogy and content qualifications. Any concerns about qualifications are further discussed with the Academic Affairs office if needed. The consultation committee may be comprised of the Department Chair or representative from the department and/or one person from Academic Affairs office if necessary.
 7. If the applicant is to be hired to teach, the Department Chair or Academic personnel completes the *Approval for Hiring Adjunct or Part-time Instructors* form. (Attachment) and submits it to the Academic Affairs office for Approval.
 8. The Academic Affairs office completes the *Approval for Hiring Adjunct Instructors* form and assigns the compensation rate.
 9. The Academic Affairs Office inputs the approved adjunct into the Faculty Master in the institutional system, and requests the Information Technology Department to activate the appropriate instructor accounts and user rights in the SIS system. Then the *Approval for Hiring Adjunct Instructors* Form is passed along to the office of Human Resources with the assigned Cowley I.D. noted.
 10. The Payroll Clerk will input the approved instructor in the Paycom System to initiate the hiring process. This step generates an email with a "checklist" that the new hire will need to complete that includes required documents (W-4, K-4, Emergency Contact, Oath of Affirmation, etc.) to become officially hired.
 11. The HR Director will be responsible for completing the I-9 form with the new hire.
 12. The Payroll Clerk or HR Director will notify the Academic Affairs office when the new hire has completed all necessary steps to be officially "hired".
 13. The instructor's name is entered into the course schedule next to the class(s) assigned to them by the designated Academic Affairs personnel. If the applicant is to be hired to teach online, he/she must successfully complete the LMS training before final assignment is made.
 14. The individual is considered a "Newly Hired Adjunct" and will continue with the on-boarding process. (New Adjunct Hiring Checklist- Attachment) This will include information specific to whether the instructor is teaching face to face or online.
- B. To build the adjunct pool
1. Adjunct Faculty applications are submitted through the Cowley Employment Web Page using the applicable Departmental Adjunct Application

2. The applicant should submit a completed employment application to the Director of Human Resources. Applications should be accompanied by complete college transcripts, cover letter, resume', and any pertinent licensures or certifications.
3. The Human Resources Director makes the application available to the specific Department Chair and the Academic Affairs Administrative Assistant. Both the HR office and the Academic Affairs office ensure the application is complete. Applications will not be considered until all components are received.
4. The complete application is reviewed for compliance with the Hiring Qualified Faculty procedure. Essentially, a Department Chair, Associate Vice President, or Academic Director or Coordinator will start the review process and make a qualifying determination. The Vice President of Academic Affairs determines if the applicant can be considered as a qualified candidate for current positions.
5. If the applicant is not qualified to teach any college courses, the applicant is notified and thanked for applying. (from the Academic Affairs office.)
6. If no instructors are needed in the qualified area, then the applicant will receive notification from the Academic Affairs office thanking them for applying and letting them know his/her name will be kept in the available adjunct pool for future consideration.

C. Training and Orientation

1. If the adjunct is teaching in Mulvane, off the main campus, or Online, they will receive orientation and instructional procedure information from the appropriate Department Chair for training with specific departmental processes, software, etc.
2. If they are teaching face to face on the main campus or in a concurrent high school setting, they will receive orientation and instructional procedure information from the Academic Affairs office as well as the appropriate Department Chair for specific departmental and course processes.

IV. Effective Date(s)

This procedure first became effective: October 28, 2014

Revised: April 28, 2020

September 24, 2024

August 26, 2025

V. Signature and Title

This procedure is implemented by:



Title: Vice President of Academic Affairs